



2008 Governor's Conference on Service & Volunteerism

Tuesday, March 25 - Wednesday, March 26, 2008
Sheraton Indianapolis Hotel & Suites



Indiana | Campus Compact
15 Years of Partnering Campuses with Communities



The Office of Faith-Based and
Community Initiatives and Indiana
Campus Compact present the

2008 Governor's Conference on Service & Volunteerism

Learning
from
yesterday

preparing for tomorrow

Who Should Attend?

Volunteer management professionals; college faculty, staff and administrators involved in service-learning; Learn and Serve America grantees; students; representatives from faith-based and community organizations; faith leaders; nonprofit directors and managers; AmeriCorps members; Senior Corps program staff; and volunteers.

When Is It?

Tuesday, March 25 – Wednesday, March 26, 2008

Where Is It?

Sheraton Indianapolis Hotel & Suites
8787 Keystone Crossing
Indianapolis, IN 46240
www.sheraton.com/indianapolis

Why Should I Attend?

- Customize your own learning experience by choosing from nearly 80 breakout sessions, led by some of Indiana's best and brightest practitioners in the field.
- Seven conference tracks focused on areas of importance to Indiana's nonprofit, volunteer management, and service professionals; including two tracks dedicated to volunteer management, two tracks dedicated to nonprofit capacity-building, a youth development track, a communication and marketing track, and a higher education service-learning track.
- Celebrate the accomplishments of some of Indiana's most outstanding volunteers.
- Network with your peers from across the state.
- Serve while you learn by taking part in a conference service project to benefit Hoosiers in need.

Will It Cost Me Anything?

Early Bird Registration (by February 29) starts at just **\$129 per person, \$79 for students**. This fee includes breakfast, lunch and snack breaks both days. Scholarships may be available for AmeriCorps members, Senior Corps staff, or Learn and Serve America grantees. Scholarships may also be available through your local community foundation.

Conference Sponsors

The 2008 Governor's Conference
on Service and Volunteerism is sponsored by:



OFFICE OF FAITH-BASED AND
COMMUNITY INITIATIVES



Indiana | Campus Compact

15 Years of Partnering Campuses with Communities



From the office of Indiana
Secretary of State Todd Rokita



Indiana State
University

More. From day one.

Lilly



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COMMUNITY
SERVICE



LDI, Ltd.





STATE OF INDIANA
OFFICE OF THE GOVERNOR
State House, Second Floor
Indianapolis, Indiana 46204

Mitchell E. Daniels, Jr.
Governor

December, 2007

Greetings!

As Governor, it is my pleasure to invite you, and all Hoosier volunteers, to attend the 2008 Governor's Conference on Service and Volunteerism. This conference is hosted by the Office of Faith-Based and Community Initiatives and will be a time of training, encouragement and recognition for those who give so freely of their time and talent.

As I travel our state, I am constantly reminded of the positive impact that volunteers have on the quality of life for our neighbors and communities. From mentoring at-risk youth, to promoting healthier lifestyles, and to helping our senior citizens stay active and independent, Hoosier volunteers touch lives with hope and encouragement everyday.

To all those who serve, I send my thanks and gratitude.

Sincerely,

A handwritten signature in black ink that reads "Mitch Daniels".

Mitch Daniels



Past Conference Highlights

"It was incredibly well organized; the topics were relevant and timely; the presenters were engaging, informed, and INSPIRING; and the food was outstanding as well. By far, the best possible conference I could have imagined. I was moved to tears more than once during those two days, and it reignited my fire for volunteerism and social change. I have been raving about it to everyone who will listen!"

– 2006 Conference Attendee

"The conference was an engaging experience for all of our members, younger and older. You are to be commended on the superb speakers, fluid schedule, and effective training presented this week. Thank you for letting our group be a part of it!"

– 2006 Conference Attendee

"Many of the members of our organization said that this was one of the highest caliber conferences that they have had the privilege of attending. We received so much important information from great speakers. I for one found that I returned refreshed and excited about my new knowledge base and invigorated to put it into action."

– 2006 Conference Attendee

"The conference was excellent. So much helpful information!"

– 2007 Conference Attendee

I felt very moved by the conference. I thought people gave excellent advice that will be easy to apply to my organization. Everyone spoke with such inspiring enthusiasm!"

– 2007 Conference Attendee



Invitation from Jackie McCracken, Executive Director of Indiana Campus Compact



Indiana | Campus Compact
15 Years of Partnering Campuses with Communities

Dear Friends,

Beginning in 2008, Indiana Campus Compact (ICC) will celebrate "15 Years of Partnering Campuses with Communities." Because of this milestone in ICC's history and because ICC has been a long standing partner with the Office of Faith Based and Community Initiatives (OFBCI), it is our distinct pleasure to co-sponsor the Governor's Conference on Service and Volunteerism with OFBCI.

ICC, a network of 45 Indiana colleges and universities, works with students, faculty and staff to promote service-learning and civic engagement. Our primary mission and that of our member campuses is to educate citizens, prepare tomorrow's leaders, and contribute to the quality of life of America's communities.

Using the theme of this year's conference, "*Learning from Yesterday, Preparing for Tomorrow*," ICC staff is planning the higher education track. Faculty, staff and students will present on diverse topics that will inspire, teach and engage participants interested in learning how campuses partner with local communities to address community concerns in Indiana.

In addition, this year's awards luncheon will include ICC awards that recognize faculty, staff, and students for outstanding service in their local communities.

I hope you will be able to join our higher education colleagues in attending this incredible conference.

Sincerely,

A handwritten signature in black ink that reads "Jackie McCracken".

Jackie McCracken
ICC Executive Director

OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

Mitchell E. Daniels, Jr., Governor • Paula Parker-Sawyers, Executive Director



December, 2007

Dear Friends:

It is my pleasure to invite you to attend the 2008 Governor's Conference on Service and Volunteerism! This year's conference will be held on March 25-26, 2008 at the Sheraton Indianapolis Hotel and Suites.

This year's theme, "Learning from Yesterday, Preparing for Tomorrow", was chosen by our 2007 attendees and is an excellent reflection on where we are as a state and a nation. Today, the volunteer management and nonprofit sectors are growing exponentially. An entire generation of potential volunteers is approaching retirement. Technology is changing the face of volunteerism and nonprofit infrastructure faster than ever before. If we want to keep up, we must learn from the successes of yesterday and prepare for the challenges that await us tomorrow.

This year's conference will inspire, inform, and challenge participants who are working every day to make Indiana and the world a better place to live. Seven conference tracks, nearly 80 breakout sessions, a conference service project, and the presentation of the Governor's Awards for Volunteer Service are just some of the many highlights of this year's conference. I hope you will decide to join us this March for two incredible days!

With my best wishes I am

Sincerely,

Paula Parker-Sawyers
Executive Director

Invitation from
Paula Parker-Sawyers,
Executive Director of the Office of
Faith-Based and Community Initiatives



Keynote Address

Tuesday, March 25, 2008 | 12:15 - 2:15

2008 Conference Highlights

Henry Lozano, Deputy Assistant to the President and Director of USA Freedom Corps

Henry C. Lozano is Deputy Assistant to the President and Director of USA Freedom Corps. As Director of USA Freedom Corps, Mr. Lozano encourages citizens to serve a cause greater than themselves and work to strengthen the culture of service, citizenship, and responsibility in our Nation.

Henry C. Lozano became a Member of the Board of Directors of Californians for Drug-Free Youth, Inc. in 1985. He assumed the position of President and CEO in 1998. Also in 1998, Mr. Lozano was appointed by President W.J. Clinton to serve as a Commissioner to the President's Advisory Commission on Drug-Free Communities. In 2000, Mr. Lozano was appointed to serve as a National Advisory Council Member to the Substance Abuse and Mental Health Service Administration/Center for Substance Abuse Prevention.

In 2001, Mr. Lozano was re-appointed by President Bush to serve as the Co-Chair with First Lady, Hope Taft of Ohio, on the President's Advisory Commission on Drug Free Communities. In 2003, he was appointed to serve as a member of the Board of Directors for the Corporation for National and Community Service. Until 2007, Mr. Lozano served on the CNCS board as the Chairman of the Communications Committee, the Chairman of the Disadvantaged Youth Committee, and the Chairman for the Diversity Advisory Council.

In 2005, Mr. Lozano was awarded The President's Call to Service Award in recognition of Mr. Lozano's lifetime of service to the United States of America. On September 11, 2007, he became Deputy Assistant to the President of the United States and the Director of USA Freedom Corps.

Mr. Lozano is privileged to serve on numerous National Boards of Directors including White Bison, Inc; Community Anti-Drug Coalitions of America, Inc; the National Latino/Hispanic Prevention Network, Inc; and the Second Road, Inc.

2008 Awards Luncheon

On Tuesday, March 25, conference participants will recognize and celebrate the accomplishments of some of Indiana's most dedicated volunteers and practitioners at the 2008 Awards Luncheon. This year's awards luncheon will include three awards from Indiana Campus Compact that recognize faculty, staff, and students for outstanding service in their local communities. The event will also include the 2008 Governor's Awards for Volunteer Service, which will be given to six outstanding Hoosier volunteers from all across the state. It is not an event to be missed!



Celebratory Reception

Indiana Campus Compact is celebrating 15 years of Partnering Campuses with Communities. Founded in 1993, ICC will host a celebratory reception on:

Tuesday, March 25, 2008

5:00 – 7:00 p.m.

**at the Sheraton Indianapolis
Hotel & Suites**

*Reservations are required
for this invitation-only event.*

Annual Spring Board Meeting

The Presidents and Chancellors Board of ICC will meet for the annual spring board meeting on:

Tuesday, March 25, 2008

2:30 – 4:30 p.m.

**at the Sheraton Indianapolis
Hotel & Suites**



Indiana Campus Compact
15 Years of Partnering Campuses with Communities

What past participants have said about the Governor's Conference:

*"This was top notch!
I'll certainly be back!"*

– 2007 Conference Attendee

*"The environment, presenters, and setting
were very professional!
We will come back next year!"*

– 2007 Conference Attendee

*"This conference was very well put together.
The information presented was practical
and engaging."*

– 2007 Conference Attendee

*"I had a great experience and learned a ton.
I hope to be back next year."*

– 2007 Conference Attendee

Conference Registration

Register online at <http://www.in.gov/ofbci/2472.htm> or complete the paper registration form and mail or fax it with payment to:

Office of Faith-Based and Community Initiatives
ATTN: Governor's Conference Registration
302 W. Washington St. Room E012
Indianapolis, IN 46204
Fax: (317) 233-5660

Early Bird registration deadline: Friday, February 29, 2008

General registration deadline: Friday, March 21, 2008

Conference Fees

Early Bird:	Adult: \$129	Student: \$79	One-Day Student: \$49
General:	Adult: \$149	Student: \$99	One-Day Student: \$59
Walk In:	Adult: \$199	Student: \$199	One-Day Student: \$199



2008 Governor's Conference on Service & Volunteerism

Conference Schedule

TUESDAY, MARCH 25

7:00	Registration Opens
8:00	Welcome Breakfast and Opening Remarks
9:10	Session 1 Workshops
10:00	Morning Snack/Networking Break
10:20	Session 2 Workshops
11:20	Session 3 Workshops
12:15	Awards Luncheon
2:25	Session 4 Workshops
3:20	Afternoon Snack/Networking Break
3:45	Session 5 Workshops

WEDNESDAY, MARCH 26

7:00	Registration Opens
8:00	Opening Breakfast
9:10	Session 6 Workshops
10:00	Morning Snack/Networking Break
10:20	Session 7 Workshops
11:20	Session 8 Workshops
12:20	Networking Lunch
1:30	Session 9 Workshops
2:30	Afternoon Snack/Networking Break
2:55	Session 10 Workshops
4:00	Closing Session

When you're not in a workshop:

Our exhibitor section will be open during conference time, from 7:00 – 5:00 both days.

Be sure to visit our exhibitors to learn about what they do and what they can offer you and your organization.

The Sheraton Indianapolis Hotel and Suites is located at Keystone at the Crossing, which features numerous shops, restaurants, nightlife, and even a movie theater, all within walking distance!

Take a break from your workshops to help Hoosiers in need. A conference service project will take place during conference hours to offer participants an opportunity to serve while they learn.

Session 1: Tuesday, 9:10 – 10:00

Communication & Marketing

CM-01: Public Speaking 101

While it may be one of our biggest fears, a good oral presentation can be one of the best ways to engage other people in your cause. Individuals who work with nonprofits especially need to take advantage of opportunities to share the story of their organization. In this session, you'll learn some basic tips and humorous examples of what to do and what NOT to do to get your audience's attention. And you'll feel confident that you can survive and THRIVE through any public speaking opportunity!

Audience: All

Level: Introductory

Youth Development

YD-01: Introduction to Positive Youth Development

Positive youth development or PYD is a term that describes an approach to developing programs for children and youth. In contrast to traditional prevention models, PYD emphasizes building skills and assets in youth in addition to preventing common negative outcomes. The goal of the approach is to develop multi-faceted programs that help kids grow into mature and successful adults.

Audience: All

Level: Introductory

Volunteer Management (Introductory)

VMI-01: Risk Management Issues in Volunteer Selection and Recruitment

Too often, nonprofit organizations embrace all volunteers and fail to take necessary and proper precautions to screen those volunteers. This presentation will address risk management issues which arise in the recruitment and selection of volunteers and then provide practical, concrete steps for minimizing and eliminating those risks. Included in the presentation will be an examination of the applicable federal and state regulations pertaining to volunteer screening and selection.

Audience: Volunteer managers, hiring personnel, others who work with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-01: Moving from Volunteer to Donor

Some of your agency's most enthusiastic supporters can be found amongst your pool of volunteers. Many volunteers are willing (though not always able) to support your organization financially. Come to this workshop and learn some tips to help cultivate this enthusiastic group of supporters into donors.

Audience: Volunteer managers, development staff

Level: Intermediate

Capacity-Building (Introductory)

CBI-01: Proposal Writing 101

This is a basic workshop on proposal writing which will include information on grantor requests such as RFI's and RFP's, what is a funding proposal, the main components of a proposal, types of grantors, and basic components to building a strong case for one's funding request.

Audience: All

Level: Introductory

Capacity-Building (Intermediate-Advanced)

CBA-01: Building Successful Community Collaborations

You know that when people work together they are more likely to achieve their goals than when they try to go it alone. But do you know the major factors that contribute to the success of collaboration and how to initiate it or improve an existing collaboration? Through an interactive, hands-on workshop, participants will learn what collaboration is and is not, how to create or improve an existing collaboration, and why it is so important that people work together.

Audience: Resident leaders, faith-based and community organizations, social service providers

Level: Intermediate

Higher Education Service-Learning

HE-01: Higher Education Track Keynote Address (9:10 – 11:10)

Dr. Barbara Jacoby will kick off the higher education track with her keynote address. Dr. Jacoby is Senior Scholar for the Adele H. Stamp Student Union–Center for Campus Life at the University of Maryland, College Park. She is also Chair of the University's Coalition for Civic Engagement and Leadership and a member of the University's Academy for Excellence in Teaching and Learning. She served as Director of the Office of Community Service-Learning from 2003 to 2005, Director of Commuter Affairs and Community Service from 1992 to 2003, and Director of the Office of Commuter Affairs from 1983 to 2003, all at the University of Maryland. Dr. Jacoby is a national expert on the institutionalization of service-learning in higher education and the author of the international bestseller *Service-Learning in Higher Education: Concepts and Practices*.

Audience: Higher education staff and administrators, college students

Level: All

Session 2: Tuesday, 10:20 – 11:10

Communication and Marketing

CM-02: Talking About Volunteer and Service Experience on a Résumé or an Interview

Volunteering, service-learning and national service are great ways to gain the work experience and the skills that employers value, and these experiences are just as important as those gained through paid employment. Come to this workshop to learn some tips for including these experiences in your résumé or in a job interview.

Audience: National Service participants and program staff, volunteers, volunteer managers, career center staff

Level: Introductory

Youth Development

YD-02: Youth and Adults as Partners in Social change

Authentic youth engagement. Social justice. Empowerment. These phrases are tossed around a lot, but what does it really mean to authentically work with youth towards social justice outcomes so that youth are empowering themselves to take action? And how is this different from simply engaging youth in service and leadership activities in schools and the community? Join us in this dynamic and reflective session.

Audience: Youth service practitioners, youth, educators, agents for social change

Level: Intermediate

Volunteer Management (Introductory)

VMI-02: Writing Winning Volunteer Position Descriptions (Part 1 of 2)

Volunteer position descriptions are incredibly useful tools and are critical to your volunteer recruitment efforts. Additionally a clear position description is the basis for an equitable performance evaluation. Come to this session to learn the elements you need to include for a successful position description.

Audience: Volunteer managers, national service participants, others who work with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-02: Legal Issues and Risk Management for Volunteer Management

Volunteers are the lifeblood of any nonprofit organization. They can also present the greatest liability risks to them. These risks can come both from liability to the volunteers for incidents that may occur while they are volunteering or to a third party for an accident caused by a volunteer while they are volunteering. This presentation will identify some of these liability risks and provide strategies for minimizing, eliminating and otherwise protecting the organization from the risks.

Audience: Volunteer managers, hiring personnel, others who work with volunteers

Level: Intermediate

Capacity-Building (Introductory)

CBI-02: Good Isn't Good Enough... Build a GREAT Board (10:20 – 12:10)

A strong, passionate, high-functioning board of directors, along with a solid board/staff partnership, is the most significant factor in the success of any nonprofit organization. And yet the role of the board is frequently the most misunderstood element of small-to-medium sized nonprofits. Organizations must depend on the expertise and dedication of their board of directors to accomplish their mission and increase capacity. Participants will leave with a very clear definition of a “great board” and realize that it is attainable, even for the smallest organization. Those in attendance will be actively involved in learning through a series of activities proven to increase participation and retention. This double-length session is a follow up to the session presented at the 2007 Governor's Conference.

Audience: Staff, volunteers, existing board members, potential board members

Level: Introductory-Intermediate

Capacity-Building (Intermediate-Advanced)

CBA-02: Executive Transition and Succession Planning

We all know how important the Executive Director is to the life and continuity of most nonprofits. Occasionally, their departure is known well in advance and can be carefully planned. But more often, the departure is more sudden and pushes the board into a role they did not sign up for: running the organization while recruiting a replacement. The Executive Transition Management and Succession Planning process, researched and developed by the Annie E. Casey Foundation, is designed to minimize the risks that occur when an Executive Director departs, and to facilitate opportunities for board leaders to build the capacity of their organizations during the transition process. Learn how to prepare your organization to more effectively deal with an unplanned or planned departure and turn it into a more positive, less stressful, experience for the board and the organization. Every participant will leave with a template for an Emergency Succession Plan.

Audience: Nonprofit executives and staff, board members, others in leadership positions

Level: Intermediate – Advanced

Session 3: Tuesday, 11:20-12:10

Communication & Marketing

CM-03: Crisis Communications: Planning and Associated Issues

As are many universities and colleges after the tragic shooting at Virginia Tech, Indiana University is reviewing its existing well-developed crisis communications plans and capabilities, and is developing a needs/solutions matrix in order to identify any concerning gaps. The university has also implemented an “emergency notifications system,” as a component of a layered communications strategy, which also includes radios, over-the-air broadcasts, sirens and external public address, and human involvement such as building wardens and residence hall assistants. Mark Bruhn will describe Indiana University’s plans, cite some important aspects of building a crisis communications plan, and discuss common issues and problems surrounding attempts to satisfy growing expectations that ALL members of a particular community will be notified immediately in all appropriate situations (hint: it cannot be done).

Audience: All

Level: Introductory-Intermediate

Youth Development

YD-03: Analyzing the Role of Adults in Youth Rebellion

Often young people who don’t behave as adults want them to are viewed as problems to be “dealt with”. Where did this idea come from, and how can youth practitioners, educators, and other adults keep from falling into this deficit-based mindset? We will analyze, and take a closer look at, the conditions that adults have created that cause young people to become disruptive or rebellious. We will also explore how adults can build upon the strengths, passions, and values of all young people.

Audience: All

Level: Intermediate

Volunteer Management (Introductory)

VMI-03: What’s New on the Horizon for Volunteer Managers

The volunteer management sector is continually growing and professionalizing. As a result, more and more organizations are developing with a focus on the development of volunteer management professionals across the country. Participants will learn about these exciting developments and what they mean to you.

Audience: Volunteer managers and others who work with volunteers

Level: Introductory-Intermediate

Volunteer Management (Intermediate-Advanced)

VMA-03: Mutual Performance Reviews

Performance evaluation is not just an opportunity to review a volunteer's performance. It is also an opportunity for the volunteer to evaluate your agency's volunteer management program. Participants in this session will learn some tips and receive some tools for an effective mutual performance review.

Audience: Volunteer managers, national service participants, others who work with volunteers

Level: Intermediate-Advanced

Capacity-Building (Intermediate-Advanced)

CBA-03: Nonprofit Solutions: Connecting Nonprofits to Consultants

When your organization is faced with problems that you can't easily solve, a consultant may be your answer. Often, you can save time and money and avoid costly mistakes by finding the right assistance to help you overcome a challenge, add expertise to your staff, or prepare for a new initiative. The trick is to know what types of problems warrant a consultant's services. This workshop will focus on components of the nonprofit/consultant relationship and how to develop expectations of the consultant.

Audience: Nonprofit staff and board members, consultants

Level: Intermediate

Higher Education Service-Learning

HE-03A: Indiana Campus Compact Richard J. Wood Student Award Recipient and Finalists Panel

Please join the Richard J. Wood Student Award Recipient and two Finalists for a moderated panel discussion highlighting their service achievements and commitment to community.

Audience: All

Level: All

HE-03B: Different Service-Learning Models in Academic Disciplines and Student Development

This panel of faculty and student affairs administrators will explore a variety of engagement practices – including developing service-learning courses, ethical engagement practices, working with diverse groups, interesting college students in service, and structuring successful reflection activities.

Examples will come from Public Art, Mathematics Methods, Residence and Student Life, Social Work, and Psychology.

Audience: Higher education faculty, staff/administrators, students, community partners

Level: All



Session 4: Tuesday, 2:25-3:15

Communication & Marketing

CM-04: Making the News: Media Relations 101

Media has many forms and organizations are able to utilize the media as a tool to reach audiences with their message. This presentation will provide information on the various forms of media as well as basic tools of media advocacy. Through these tools, participants will be able to take away materials and skills that will help them develop comprehensive media advocacy plans as well. This presentation is interactive, providing participants with the opportunity to practice skills and gain valuable feedback!

Audience: All

Level: Introductory

Youth Development

YD-04: Assessing the Impact of Youth-Serving Programs on Achievement

With ever-increasing competition for funding, most private and public funders expect their grantees to be able to show the impact of their money on your beneficiaries. This is especially true for youth-serving programs. Measuring impact requires time and effort, but the investment yields dividends in both programmatic effectiveness and access to funding. This workshop will be an introduction to the topic and participants will take home some valuable tools that can aid them in better assessing their program's impact.

Audience: Youth workers, nonprofit and government administrators and program managers,
national service program staff

Level: Intermediate

Volunteer Management (Introductory)

VMI-04: Creating a Recruitment Strategy and Conducting a Successful Recruitment Campaign (Part 2 of 2)

In this workshop, a local volunteer management professional will share resources and experiences for a successful volunteer recruitment campaign. Any individual or organization that works with volunteers will find this an insightful workshop!

Audience: Anyone who works with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-04: Managing Special Event Volunteers

So you've got a fundraising event coming up and you need 50 volunteers. Now what? This workshop will provide some easy-to-follow steps to take when planning to manage special event volunteers.

Audience: Volunteer managers, national service participants and program staff, others who work with volunteers

Level: Intermediate

Capacity-Building (Introductory)

CBI-04: Creating a Balanced Fundraising Plan

The addition of effective fundraising planning can assist the organization to think strategically, with an eye toward desired outcomes. In the best situations, sound development planning becomes a catalyst for increased capacity and ability within the organization. This workshop will provide you with a framework for creating a development plan for your organization that provides a team focus to your capacity-building efforts.

Audience: Small to mid-size nonprofits, development professionals, AmeriCorps*VISTA members, others interested in nonprofit development

Level: Introductory-Intermediate

Capacity-Building (Intermediate-Advanced)

CBA-04: Making the Funding Connection

One of the main reasons that agencies don't get the funds they'd like is because they aren't always aware of the unwritten rules governing building relationships with foundations and other potential funders. Participants in this session will learn some practical tips on what to do and what not to do to make connections with potential funders.

Audience: Nonprofit executives, development officers, faith-based and community organizations; national service members

Level: Intermediate-Advanced

Higher Education Service-Learning

HE-04A: Student Presentations: Indiana State University's Alternative Breaks:

Building a Quality Service-Learning Experience, and Engaging Pre-Service Teachers in Service for the Community

The focus of the first presentation will be the experiences and lessons learned from a student-developed Alternative Break program, including the hands-on educational learning and behind-the-scenes learning. Participants will learn ways to challenge students and find ways to improve their Alternative Break programming.

In the second presentation, the Manchester College Student Education Association will discuss its tutoring program for students in grades 1-8 at the local schools and providing monthly programs for the Wabash County Association for Retarded Citizens. This student organization and its activities will be explored.

Audience: All

Level: Introductory

HE-04B: A Water Quality Based Service-Learning Project

This presentation will explore an 11-week environmental science service-learning project focusing on local water quality. The presentation will focus on the reasoning behind the project as well as its development. The components and outcomes of the project will be covered, and the presentation will end with a discussion of how it can be applied in other locations.

Audience: Students, educators, community partners, higher education faculty and staff

Level: All

Session 5: Tuesday, 3:45-4:35

Communication & Marketing

CM-05: Powerful Press Releases

Media coverage can provide your agency with the public exposure it needs, but how do you get the media's attention? A well-written press release is critical to attracting media the media to your event or story. Come to this workshop to learn the critical elements and format of a winning press release.

Audience: All

Level: Introductory

Youth Development

YD-05: Assessing the Impact of Youth-Serving Programs on Achievement

With ever-increasing competition for funding, most private and public funders expect their grantees to be able to show the impact of their money on your beneficiaries. This is especially true for youth-serving programs. Measuring impact requires time and effort, but the investment yields dividends in both programmatic effectiveness and access to funding. This workshop will be an introduction to the topic and participants will take home some valuable tools that can aid them in better assessing their program's impact.

Audience: Youth workers, nonprofit and government administrators and program managers, national service program staff

Level: Intermediate

Volunteer Management (Introductory)

VMI-05: Working with Older Adults as Volunteers

Participants in this workshop will explore the volunteer opportunities that may attract Older Adults who are looking for that chance to make a difference. Whether it is in their own community or across the globe, Older Adults want to give back and bring with them a wealth of experience. Those who work with volunteers will learn what their programs need to offer in order to attract energetic, enthusiastic and experienced volunteers.

Audience: Volunteer managers, national service participants, others who work with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-05: Volunteer Recognition on a Budget

Okay, so you'd like to be able to throw a huge party and buy gifts to recognize the success and dedication of your volunteers, but the annual budget dictates otherwise. Volunteer managers will learn some practical ideas for effective volunteer recognition on a shoestring budget.

Audience: Volunteer managers and other who work with volunteers

Level: Intermediate

Capacity-Building (Introductory)

CBI-05: Creating Signature Events

Considering our cultural obsession with entertainment, special events would seem to be an effective tool for creating donors and developing public awareness. Yet, for many nonprofit organizations, they represent a kind of fundraising black hole into which time, money and energy disappear and are never seen again. This workshop will help you learn how to maximize your efforts to create an event that not only raises funds but provides significant revenue for your organization.

Audience: Development officers, event planners, nonprofit executives and program staff

Level: Introductory-Intermediate

Capacity-Building (Intermediate-Advanced)

CBA-05: Understanding Capacity-Building Requests from a Funder's Perspective

Many organizations are aware that grants exist to help them to "build capacity." However, there is much confusion out there as to what funders are looking for in a capacity-building request (hint: a new building is not capacity-building). If you want to know what funders are looking for in capacity-building requests, this session may be for you.

Audience: Development officers, faith-based and community organization staff, VISTA members

Level: Intermediate

Higher Education Service-Learning

HE-05A: Student Presentations: Bridging the Gap: the Valparaiso University Social Action Leadership Team as a Model for Student Leadership in Service and Action and Service-Learning: From a Student's Perspective

The first presentation will discuss how students can connect their activism with their faith, use their classroom learning to inform action and build leadership, and cultivate a space in which students look beyond the campus bubble for opportunities to serve in the Valparaiso community and the world. Models of leadership and grassroots action – as well as highlighting the achievements of the World Relief Campaign that annually raises \$10,000 for a sustainable cause – will be shared.

The second presentation will assist participants with how to apply classroom knowledge in serving people in different communities through a Spring Term Trip. It will be presented from both a student and faculty perspective focusing on application of classroom work and how it services the community, learning that it's not about me, faith-based principles and service-learning, developing positive relationships among participants, planning and marketing a service-learning trip, and work projects for service-learning trips.

Audience: All

Level: All

HE-05B: Engaging Your Community Partners

This interactive presentation will explore common challenges when working with community partners. Attendees will define community partners, discuss common language barriers between higher education and community partners who may or may not understand common higher education lingo, and will share in round table format what each of their campuses is doing in relation to strengthening community partnerships. An overview of Ball State University's initiatives with community partners will be explored with a focus on challenges and successes.

Audience: Higher education staff and administrators

Level: All

Session 6: Wednesday, 9:10-10:00

Communication & Marketing

CM-06: Don't Let Meetings Manage You!

Have a great meeting by using the right kind of agenda to accomplish your goals. Use simple techniques to move the discussion along. Learn how to channel the energy of the “challenging” attendees so that meetings end on time!

Audience: All

Level: Introductory – Intermediate

Youth Development

YD-06: Misremembering the Past

As young people learn to understand the world around them it is important that racial and cultural histories are honored. Oftentimes, a young person's connection to historical events and figures is skewed by the oppressive and dominant perspective. In this experiential workshop, youth practitioners will explore higher-order text and historical profiles in order to facilitate programs that allow youth to confront the collective (mis)remembering of the past.

Audience: Those who work with youth

Level: Intermediate

Volunteer Management (Introductory)

VMI-06: Understanding the Pool of Volunteers: Generational Differences, Motivations and Current Trends in Volunteering

Different generations approach volunteering in different ways and may often have different motivations for volunteering with your agency. Come to this workshop for a crash course in the state of volunteering in America and how volunteer managers are responding to these trends.

Audience: Anyone who works with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-06: Corporate Volunteering: Better Together In Our Community

The presenters will share how Methodist Medical Group incorporated a volunteer community service plan for their company and in the last three years has engaged volunteers into over 60 nonprofits throughout the Indianapolis area. Topics to be addressed include: 1) why corporate volunteering makes good business sense; 2) how to attract big business to your cause; 3) how to secure a win-win community partnership; 4) internal marketing strategies for recruiting volunteers; 5) tracking volunteers; and 6) volunteer recognition ideas.

Audience: Anyone who works with volunteers

Level: Intermediate

Capacity-Building (Introductory)

CBI-06: Financial Management 101: What to have in place before you get the grant

As the nonprofit community continues to grow, so does the competition for funders' dollars. So how does a funder decide which grant to fund? There is no easy answer to this as it is a strategic, multi-faceted task. Careful evaluation of both the sustainability of an organization and the feasibility of a project are necessary. This session is intended to cover the basis of financial reporting and some of the key items grantmakers and other funders are looking for when making decisions. What are the key documents? Why are these documents important? What are the important financial concepts and ratios that funders are typically looking for?

Audience: Nonprofit staff, students interested in the nonprofit sector

Level: Introductory

Capacity-Building (Intermediate-Advanced)

CBA-06: Starting a National Service Program or Project in Your Community

National service can help your organization implement those projects or ideas that require special funding or assistance. Through programs and grants, the Corporation for National and Community Service provides human capital—people power—to help you address emerging needs in your community. Each year, national and community service participants and grantees recruit hundreds of thousands of volunteers, who donate millions of hours of service to their communities. Come learn about national service and about how you can start a national service program in your community.

Audience: All

Level: Intermediate

Higher Education Service-Learning

HE-06A: Student Presentations: Maximizing Student Leadership to Offer Service Initiatives and From Katrina to Kokomo

What can students do to lead service initiatives on your campus?—well, everything! In the first presentation, you will learn about the student-run Office of Volunteer Services at Manchester College. This presentation will highlight how the small, student-run office engages the entire college campus, as well as the surrounding community, in successful projects. Roles of student leaders as Directors will be discussed.

In the second presentation, the Community Constructors of Ivy Tech Community College – Kokomo will present an illustrated history of the three years of alternative spring break trips to the Gulf Coast to work on homes damaged by Hurricane Katrina in 2005. The presentation will outline the processes that the Community Constructors followed to partner with the community service agencies, how to become a recognized student organization, and how to recruit new members.

Audience: All

Level: All

HE-06B: Get Recognized for Your Work: the Value, Process, and Benefits of Receiving Carnegie Community Engagement Classification

In 2006, Indiana State University submitted a successful application for the Carnegie Foundation's elective community engagement classification in both curricular engagement and outreach and partnerships. This presentation will focus on why the decision to apply was important to institutional priorities and goals, the process of completing the application, and the benefits to the University community. Specific focus will be given to providing examples of documentation of institutional community engagement activities.

Audience: Higher education staff/administrators and faculty

Level: Intermediate – Advanced

Session 7: Wednesday, 10:20-11:10

Communication & Marketing

CM-07: Communication Lessons from the Corporate Jungle

Participants in this session will discover what's best about corporate communication, learn from businesses' mistakes, and take away some easy methods for improving their personal and organizational communication. Through the use of several case studies from the corporate world, participants will apply communication best practices to their roles in a nonprofit organization. Participants will recognize how their communication skills affect their ability to recruit and retain volunteers and employees.

Audience: Anyone in a leadership role within a nonprofit

Level: Intermediate

Youth Development

YD-07: Misremembering the Past

As young people learn to understand the world around them it is important that racial and cultural histories are honored. Oftentimes, a young person's connection to historical events and figures is skewed by the oppressive and dominant perspective. In this experiential workshop, youth practitioners will explore higher-order text and historical profiles in order to facilitate programs that allow youth to confront the collective (mis)remembering of the past.

Audience: Those who work with youth

Level: Intermediate

Volunteer Management (Introductory)

VMI-07: You Mean We're Supposed to Provide Training?

We're not all training experts and we don't all have the means to put together the volunteer training that we need to promote retention. This session provides non-training professionals some easy-to-use techniques and tools to help them create simple, effective training for their volunteers. All participants will leave with several tools and tips they can use right away in both hard-copy and electronic format.

Audience: Anyone who supervises volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-07: High Tech, High Touch: Training Volunteers Via the Web

This lecture will present an overview of the advantages and disadvantages of utilizing online training for volunteers, including examples of how different agencies are accomplishing this; self assessment exercises to help participants ascertain if online training is appropriate for them; the technology infrastructure needed for online training; and tools for developing an online training program for volunteers.

Audience: Volunteer managers, program managers, others who work with volunteers

Level: Intermediate

Capacity-Building (Introductory)

CBI-07: Financial Management 201

Nonprofits are (and should be) focused on their mission and on serving their clients in the best way possible. This often outweighs the equal importance of financial accountability, which has not gone without notice by the government and the public. Understanding what the appropriate financial measurements for your organization are and the most effective method for communicating the results to your constituents can help bridge the divide that often exists between the organization's mission and its financial accountability.

Audience: Nonprofit executives, board members, financial officers, development staff

Level: Intermediate (Financial Management 101 is a recommended prerequisite)

Capacity-Building (Intermediate-Advanced)

CBA-07: Breathing Life into “Bored Boards” (10:20 – 12:10)

Do you want to have engaging board meetings and members? If so, attend this interactive, hands-on workshop to discuss governance models and strategies for breathing new life and energy into your board. Attendees will explore when their boards have been the most engaged and use those examples for building future engagement strategies. All participants will leave with at least one engagement strategy they plan to implement in the future.

Audience: Nonprofit executives and staff, board members

Level: Intermediate

Higher Education Service-Learning

HE-07A: Student Presentations: Indiana University ACEs – Advocates of Community Engagement, and Providing Water Resources, Sanitation, and Hygiene Training in Rural Guatemala

The first presentation will discuss the ACE Program at Indiana University, the individual roles of an ACE, and ACE projects such as: Midwest Pages to Prisoners, Stonebelt, Templeton Elementary, and Big Brothers/Big Sisters.

In the second presentation, learn about Taylor University's trip to rural Guatemala for 3 weeks of implementing principles and practices of appropriate technology in community development. Through this cross-cultural service-learning course, students met a real community need, deepened their understanding of hydrology, developed a broad appreciation of the role of water and sanitation in holistic development, and enhanced their sense of global civic responsibility. In this presentation students will discuss the structure of this course and the impact of their project on their own lives and on the participating Guatemalan communities.

Audience: All

Level: Introductory – Intermediate

HE-07B: A Model for True Immersion: How a Foundations Class was Transformed, Students were Empowered, and Real (Service) Learning Occurred

The focus of this presentation will follow the restructuring of Educational Foundations classes as they were moved from a teacher-centered, University-based format to an immersive, service-learning experience. The cornerstone of this transformation is the partnership with the local school district and the service project students complete over the course of the semester. Special attention will be paid to the reciprocal benefits – deep participant immersion, student construction and modeling best practices for community engagement, and the immediate and long-term assistance to the city of Muncie and Muncie Community Schools.

Audience: K-12 educators, higher education faculty, staff/administrators, community partners

Level: All

Session 8: Wednesday, 11:20-12:10

Communication & Marketing

CM-08: Managing Your Volunteer Program's Online Presence

MySpace, Facebook, LinkedIn, Flickr... this is some of the terminology you need to be familiar with to bring your volunteer program into the 21st Century. Attendees in this session will learn the difference between Web 1.0 and Web 2.0 and how to use social networking tools (Web 2.0) to promote their volunteer programs.

Audience: Those who work with volunteers

Level: All levels

Youth Development

YD-08: Flying Fingers through the Generations

The goal of this workshop is to share a unique program that requires skill in American Sign Language (ASL). Southport High School ASL students wanted to venture out into the community and use their newly-acquired ASL skills in a way that helped them become a part of the culture they are learning. They did this by partnering with an assisted living facility for the deaf. Come to this workshop and get a hands-on approach to teaching and sharing your language and how it might apply in your school and community.

Audience: Educators (K-12 and Higher Education)

Level: Introductory-Intermediate

Volunteer Management (Introductory)

VMI-08: Engaging and Managing College Students as Volunteers and Service-Learners within Your Nonprofit

How can the energy and flexibility of college students be harnessed effectively for your nonprofit? What kinds of experience and lived wisdom can you tap into with students serving in your agency for academic purposes, such as service-learning requirements or internships? How does communication both advance and hinder your dealings with college students? What are the not-so-obvious cultural considerations to be mindful of when academia and student life intersect with community need? We will investigate successes and co-construct a road map for this collaborative work that honors and channels youth voice.

Audience: Those who work with volunteers, service-learners and interns

Level: All levels

Volunteer Management (Intermediate-Advanced)

VMA-08: Turning Good Intentions into Good Results

Your volunteers have good intentions, but the results you get from them are not always consistent. Providing them with information and skills to operate effectively makes them more productive, satisfied, and committed volunteers. By attending this session, you will learn 1) how to identify the information your volunteers need to be effective; 2) how to effectively share that information with volunteers; 3) advantages and disadvantages of different ways of providing information and skills; and 4) tips for increasing the effectiveness of training and communication.

Audience: Volunteer managers, others in leadership or training roles

Level: Intermediate – Advanced

Capacity-Building (Introductory)

CBI-08: Program Development 101

This workshop introduces participants to the specifics of program development in the context of working with multiple stakeholders, complex issues, and building upon community capacity. The session will focus on some key tasks such as developing outcome objectives, as well as tools and approaches to overcoming common barriers to effective program planning.

Audience: All

Level: Introductory

Higher Education Service-Learning

HE-08A: Challenging the Philanthropy-First Paradigm in Fraternity and Sorority Life

As fraternity men and sorority women focus increasingly more on fund-raising and philanthropic events, are students missing out on the learning experiences both service and philanthropy offer? This session will focus on infusing education and local partnerships into fraternity and sorority service and philanthropy; “speaking Greek,” or how to connect the Greek experience to social justice and civic engagement; building bridges between community service offices on-campus and fraternity and sorority life; and Indiana University Bloomington’s model for building meaningful service leadership experiences in Greek life.

Audience: Higher education staff/administrators, college students

Level: All

HE-08B: Student Engagement Experiences: Cross-Cultural and Multidisciplinary Arts Programming in Local and International Communities

This presentation brings together students and faculty who were involved in grant-funded (partially through Indiana Campus Compact) service-learning projects that benefited students, long-term partners, and participants in Fountain Square on the south side of Indianapolis and also in San Ignacio, Belize. The focus will explore the projects, challenges, as well as visual imagery and a brief video of the participants being interviewed.

Audience: Higher education faculty, staff/administrators, students, and community partners

Level: All



Session 9: Wednesday, 1:30-2:20

Communication & Marketing

CM-09: Working Through Difficult Workplace Conversations

This session is designed as an experiential “practicum” wherein participants learn healthy communication skills and practice them with others in an authentic way. Group and individual feelings, needs and comfort levels will be honored. Learning to “speak your truth” with integrity and respect while being open minded and non-threatening are some of the topics covered. Participants will gain insight and experience in how best to listen to others when disagreements arise or when emotionally triggered by comments.

Audience: All

Level: All levels

Youth Development

YD-09: Teaching Youth Leadership

Would you like to infuse your youth-serving program with elements that promote youth leadership? In this workshop, youth workers will pick up some tips to ensure that their program not only keeps young people out of trouble, but also equips them with the leadership skills they need to succeed.

Audience: Youth workers, national service program staff and participants, program managers

Level: Introductory-Intermediate

Volunteer Management (Introductory)

VMI-09: Teambuilding through Problem-Solving Initiatives

Hula hoops, rubber chickens, and waffle balls are the key ingredients to this fun teambuilding workshop. Participants will work in small groups to creatively solve problems through interactive games. These activities are appropriate for people of all ages and abilities, so they're a great addition to your volunteer training process. Participants will gain 1) a deeper understanding of the experiential learning cycle; 2) facilitation techniques to replicate these teambuilding activities in their own community or program; 3) sources for inexpensive teambuilding facilitation gear; and 4) reflection strategies to make the most of the teambuilding experience.

Audience: AmeriCorps program staff and members, volunteer managers, other who work with volunteers

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-09: Communication Guidelines and Strategies for Working with Volunteers with Disabilities

Knowing how to communicate effectively with all participants and volunteers is crucial to being inclusive. This session summarizes what to do and what not to do when speaking with persons with disabilities, speaking about persons with disabilities, and/or writing about people with disabilities as individuals or as a group. Participants will leave with the tools to train other staff in person-first communication. Each participant will be given a CD with the PowerPoint on person-first language, session handouts, and interactive activities to take back to train or share with other volunteers/staff.

Audience: Volunteer managers, volunteers, nonprofit managers, national service programs

Level: Intermediate

Capacity-Building (Introductory)

CBI-09: Proposal Writing 101

This is a basic workshop on proposal writing which will include information on grantor requests such as RFI's and RFP's, what is a funding proposal, the main components of a proposal, types of grantors, and basic components to building a strong case for one's funding request.

Audience: All

Level: Introductory

Capacity-Building (Intermediate-Advanced)

CBA-09: Leadership Can Be Used For Good or Evil

Today's leaders must manage unprecedented rates of change and growth in a radically new and extraordinarily complex environment. Leadership Alchemy identifies the core relationship management skills that underlie every facet of successful leadership. Through interactive exercises and learning activities, participants in this program will explore their own leadership style along with the competencies and behaviors necessary to meet the challenges of leadership.

Audience: Supervisors of staff or volunteers, aspiring leaders

Level: Intermediate

Higher Education Service-Learning

HE-09A: From Vision to Mission: The Baxter Neighborhood Center for Service and Learning

The Baxter Neighborhood Help Center is a student-created, student-run full-service help facility; which serves families, children, and youth in the Baxter Neighborhood in Richmond, Indiana. It is a university-community collaborative, created through the work of service-learning students enrolled at IU East. In this session, participants will explore the creation of the Center, its history, and the coursework which supports it. Special attention will be paid to the collaborative relationships and creative partnerships which make the service-learning at the Center happen.

Audience: K-12 students and educators, higher education students, faculty, staff/administrators

Level: All

HE-09B: Incorporating Service-Learning in the English Classroom

This presentation will discuss the revision of an existing remedial English writing course at a Community College to include a service-learning component. Examples of writing assignments to meet required course objectives and existing assignments will be shared, as well as successful reflection activities that can be done both in and out of the classroom setting. Lessons learned and recommendations will be discussed.

Audience: K-12 educators and higher education faculty

Level: Introductory

Session 10: Wednesday, 2:55-3:45

Communication & Marketing

CM-10: Marketing Volunteer and Service Opportunities

Having trouble with volunteer recruitment, or with locating the right kind of volunteer? There are a variety of effective methods of marketing your volunteer and service opportunities out there, many of which require little or no cost. This workshop will cover some effective practices that will aid you in getting the word out about your organization's volunteer and service opportunities to as broad (or as targeted) an audience as possible.

Audience: Anyone who recruits volunteers

Level: Introductory

Youth Development

YD-10: Engaging Young People in Philanthropy

Youth philanthropy is a methodology that educates young people about social change in order to develop solutions to today's problems. It is also effective in instilling the ethic of giving early in life. This session will highlight best practices in youth philanthropy in Indiana and participants will receive tips and ideas that they can easily put into practice in their own communities.

Audience: Anyone who works with youth

Level: Introductory

Volunteer Management (Introductory)

VMI-10: Tapping Into the AmeriCorps Alumni Network for Skilled Volunteer Leaders

Skilled volunteers are valuable assets in any service endeavor. Alumni who served in AmeriCorps built a wide array of unique skills such as media relations, project management, grant-writing, youth programming, construction techniques, community development, strategic planning, group facilitation, and much more. This discussion-based workshop will give you an opportunity to identify your organization's most pressing volunteer needs, and find out how to tap into the network of AmeriCorps alumni for highly skilled volunteers.

Audience: AmeriCorps program staff, volunteer managers, AmeriCorps members

Level: Introductory

Volunteer Management (Intermediate-Advanced)

VMA-10: Delegation and Promotion of Volunteers

Delegation and promotion are very important in building the capacity of a volunteer program and are keys to volunteer recruitment, retention, and recognition. Delegation is a tough thing for staff to do, yet delegating some of their duties/responsibilities to qualified volunteers will maximize staff time, thereby maximizing their time to serve their clients. The same is true with promotion. Volunteers get burned out and bored, which can impact retention. But when volunteers are recognized for their efforts, dedication, commitment and qualifications by promoting them to higher level volunteer opportunities, it becomes a win/win situation.

Audience: Those who work with volunteers

Level: Intermediate-Advanced

Capacity-Building (Introductory)

CBI-10: Research Resources for Your Proposal

A proposal supported by relevant, up-to-date facts is more likely to get funded. There are many helpful sources of data and research available to you for little or no cost. Come to this workshop and learn where to go to find the data you need to support your proposal.

Audience: All

Level: Introductory

Capacity-Building (Intermediate-Advanced)

CBA-10: From Strategic Planning To Strategic Doing

Whether you created the mission, vision, and values for your organization or are charged with implementing someone else's vision, incorporating those intangibles into your people and your processes is often difficult. Strategy and vision sound good in theory, but how do you go from strategic planning to strategic doing? In this highly interactive, idea-packed session, we will give you new and fresh ideas for executing your strategic plan and show you how to turn your vision into reality.

Audience: Directors, managers, and anyone else responsible for implementing organizational strategy

Level: Intermediate-Advanced

Higher Education Service-Learning

HE-10A: Learning to Serve, Serving to Learn – The First Steps

Based off of the book, *Learning to Serve, Serving to Learn: Leaving the Selfish Life Behind*, this interactive presentation will explore basic elements of service-learning, challenges, and planning/goal setting for service-learning. Participants will gain familiarity with key processes in learning to serve, serving to learn, familiarity with an instructional resource for a beginning service-learning course, and a planning process for intentional service. Models and examples will be discussed.

Audience: Higher education faculty, staff/administrators, students

Level: Introductory

HE-10B: Making a Difference: One Child at a Time

This presentation will explore three endeavors for pre-service educators at the University of Saint Francis and the impact it has had on children in the community. The three endeavors include: Bully Be Gone – developing positive reacting and coping strategies in order to create a safe environment; Blooming Readers – literacy outreach putting books into text free homes; and Abolish Abuse and Dare to Care – developing skills in creative construction of recyclable objects for abused children.

Audience: K-12 educators, higher education faculty, staff/administrators, students, and community partners

Level: Intermediate

2008 Governor's Conference on Service & Volunteerism

Sheraton Indianapolis Hotel and Suites



Accommodations

The 2008 Governor's Conference on Service and Volunteerism will be held at the Sheraton Indianapolis Hotel and Suites, which is located on the northeast side of Indianapolis at Keystone at the Crossing. The Sheraton is offering Governor's Conference participants a special conference rate of only \$97.00 per night for single, double, triple or quad. This rate applies to the evenings of Monday (March 24), Tuesday (March 25), and Wednesday (March 26). This special rate is available through March 10.

To reserve your room at the discounted rate, **call the Sheraton at 1-888-627-7814 or make your reservation online at <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0712104540&key=A0857>**. If you call, make sure to mention that you are with the 2008 Governor's Conference on Service and Volunteerism to receive the discounted rate.

The Sheraton Indianapolis is located at Keystone at the Crossing, which provides participants with plenty of entertainment and dining options during the evenings. Two shopping centers, nearly 45 restaurants, a health club and a movie theater are all within walking distance of the hotel. Parking at the Sheraton is free. Countless other attractions are available within a short drive, including downtown Indianapolis.



**Sheraton Indianapolis
Hotel and Suites**
8787 Keystone Crossing
Indianapolis, IN 46240
www.sheraton.com/indianapolis

The Fashion Mall



PLEASE TYPE OR PRINT LEGIBLY.

Participant Registration Information

Name:		Job Title:	
Organization:			
Address:			
City:	County:	State:	Zip:
CONTACT NUMBERS			
Phone:		Fax:	
Email:			
Emergency Contact Name:			
Emergency Contact Phone:			

Special Accommodations

Check if you require: ☐ Vegetarian Meals ☐ Kosher Meals

List any other personal needs:

Need other accommodations? Send an email to conference@ofbci.in.gov.

Demographic Information

Affiliation (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> AmeriCorps | <input type="checkbox"/> Other Nonprofit _____ |
| <input type="checkbox"/> College/University | <input type="checkbox"/> Private Sector |
| <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Senior Corps |
| <input type="checkbox"/> Faith-Based Organization | <input type="checkbox"/> Service-Learning Program |
| <input type="checkbox"/> Government | <input type="checkbox"/> Volunteer Center |
| <input type="checkbox"/> Other _____ | |

Approximate Organizational Operating Budget (If applicable):

- | | | |
|--|--|--|
| <input type="checkbox"/> \$0 - \$100,000 | <input type="checkbox"/> \$100,001 - \$300,000 | <input type="checkbox"/> \$300,001 - \$700,000 |
| <input type="checkbox"/> \$700,001 - \$1,000,000 | <input type="checkbox"/> Over \$1,000,000 | |

Have you ever attended the Governor's Conference before? ☐ Yes ☐ No

2008 Governor's
Conference on
Service & Volunteerism

Learning from Yesterday,
Preparing for Tomorrow

Tuesday, March 25 -
Wednesday, March 26, 2008

Sheraton Indianapolis
Hotel and Suites

Registration Form

Payment Options

Enclosed is my check, payable to **Office of Faith-Based and Community Initiatives**
Amount enclosed:

\$ _____

Check # _____

Enclosed is my purchase order, payable to **Office of Faith-Based and Community Initiatives**.

PO# _____

Please charge my full registration to my:

☐ Visa☐ Master Card

Amount to be charged: \$ _____

Card Number: _____

CVV Number: _____

Name as it appears on card: _____

Expiration Date: _____

Signature: _____

Please mail/fax this form with payment to:

**OFFICE OF FAITH-BASED
AND COMMUNITY INITIATIVES**
302 W. Washington Street, Room E012
Indiana Government Center South Complex
Indianapolis, IN 46204
Fax: (317) 233-5660

Registration Form continued...

Optional

The following questions are optional and are for demographic purposes only.

Age (Optional) ☐ 0 - 17 ☐ 18 - 29 ☐ 30 - 39

☐ 40 - 49 ☐ 50 - 59 ☐ 60+

Race (Optional) ☐ African American ☐ American Indiana or Alaska Native

☐ Asian or Pacific Islander ☐ Caucasian/White

☐ Hispanic/Latino ☐ Other

Gender (Optional) ☐ Female ☐ Male

Workshop Registration

Using the workshop descriptions as your guide, please indicate, by workshop number, your workshop choices. Keep in mind that some sessions take up two time slots.

TUESDAY, MARCH 25

Session 1: 9:10 – 10:00 _____

Session 2: 10:20 – 11:10 _____

Session 3: 11:20 – 12:10 _____

Session 4: 2:15 – 3:15 _____

Session 5: 3:45 – 4:35 _____

WEDNESDAY, MARCH 26

Session 6: 9:10 – 10:00 _____

Session 7: 10:20 – 11:10 _____

Session 8: 11:20 – 12:10 _____

Session 9: 1:30 – 2:20 _____

Session 10: 2:55 – 3:45 _____

Conference Registration Fees

Please check the box next to the appropriate registrant type.

Early Bird (Through February 29)

☐ Adult - \$129

☐ Student* - \$79

☐ Student Day 1 Only* - \$49

☐ Student Day 2 Only* - \$49

General (March 1 – March 21)

☐ Adult - \$149

☐ Student* - \$99

☐ Student Day 1 Only* - \$59

☐ Student Day 2 Only* - \$59

Walk-In (March 25-26)

☐ All Registrants - \$199

**Student rate applies only to K-12 or full-time (12+ credit hours) college students. ID may be required.*

AWARD



CELEBRATING INDIANA'S MOST PRESTIGIOUS **AWARD for Volunteer Service**

NOMINATION FORM GUIDELINES

Please read carefully. The Selection Committee will consider adherence to these guidelines and procedures when evaluating nominations.

ELIGIBILITY:

The Governor's Awards for Volunteer service recognize those people who have voluntarily contributed time and talent to the betterment of their communities including, but not limited to the areas of healthcare, social services, youth or senior activities, the arts, the environment, education, justice, housing or nutrition. Nominations will be evaluated with considerable attention given to the beneficiaries of the nominee's voluntary activities and the impact those activities have had in Indiana. Preference will be given to those nominees whose work has benefited people or organizations with limited resources to help themselves. Activities in support of political candidates or ballot initiatives will not be considered when evaluating nominees.

With the exception of the service-learning category, only INDIVIDUALS, 14 or older, are eligible for nomination. For students, academic course credit received for providing volunteer community service may be considered in the individual's nomination.

Nomination Categories:

1. Youth: refers to any young person age 14-18. With the exception of the service-learning category, most nominees under the age of 18 will fall into this category.
2. Faith-Based: refers to a volunteer whose service is provided at an organization that self-identifies as faith-based, including places of worship and other faith-based social service providers, among others.
3. National Service: refers to participants in programs funded by the Corporation for National and Community Service, including AmeriCorps, Senior Corps and Learn and Serve America.

continued on back...

The Office of Faith-Based and Community Initiatives is seeking nominations for recipients of the 2008 Governor's Award for Volunteer Service - Indiana's Most Prestigious Celebration of Volunteerism.

The 2008 Honorees will be recognized for outstanding volunteer contributions to causes that include health care, neighborhood revitalization, youth and senior activities, the arts, education, justice, housing, nutrition and social services at the Governor's Conference on Service and Volunteerism awards luncheon on March 25, 2008. Each honoree will receive a beautiful customized award, presented by the representatives of the highest office in Indiana.

Please help us by nominating a deserving volunteer.

This is your official Nomination Form with program guidelines. Any individual, high school age or older, is eligible.

To receive additional Nomination Forms, call (317) 233-4273. To submit your Nomination Form on-line, email completed forms to info@ofbci.in.gov.

Electronically submitted Nomination Forms are due on or before Friday, February 22, 2008 at 5:00 p.m. Eastern Standard Time.

All hard copy entries must be postmarked no later than Friday, February 22, 2008.

Thank you for helping the Office of Faith-Based and Community Initiatives honor Indiana's most outstanding volunteers!

NOMINATION FORM GUIDELINES CONTINUED

4. Service-Learning: refers to individual students and classroom groups participating in service-learning programs. Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
5. Volunteerism: refers to volunteers in general, whose service has been performed primarily in Indiana.

Note: volunteers who serve primarily in a faith-based organization could be considered in this category or the faith-based category, but not both.
6. Lifetime Achievement: refers to volunteers who have exhibited a lifetime commitment to service in their communities, primarily in Indiana.

NOMINATION FORM:

To receive additional Nomination Forms, call (317) 233-4273, or download the form from the program's website at www.in.gov/ofbci.

GUIDELINES:

- The nomination application must be completed in full. Do not enclose the application in a folder or binder.
- Any individual or group may nominate one or more people. An individual may nominate a relative, himself or herself.
- Nominators should weigh carefully which category they are placing the person in for consideration. Nominees will only be considered in the category selected by the nominator.
- The nominator's relationship, if any, to the nominee must be specified (i.e., self, wife, son, supervisor, organization executive director, co-volunteer, etc.).
- A select panel of community, government and corporate leaders will make selections of semi-finalists and honorees. Their decision is final. All nomination forms and supplementary information become the property of the Selection Committee and cannot be returned.
- You may answer questions on a computer-generated duplicate, photocopied form or additional pages. Be sure to identify your nominee on each additional page.
- Answer all questions. Be concise but thorough. Hint: be sure to take time to spell check the nomination.
- Focus on nominee's area(s) of greatest impact and innovation in the community.
- Provide sufficient background information. Nominators should not assume that the judges know anything about the candidate. They should write their nomination as if they are introducing the candidate to a stranger that they want to impress.
- Attach additional pages as needed. Answers continued on attached pages should include the nominee's name. Please restate the entire question being answered.
- You may provide any supporting information you think will assist the Selection Committee. Supplemental information should support, not restate, what has already been written. Do not enclose videotapes, scrapbooks or other non-printed materials, as they will not be returned.
- All information provided will be verified by Committee members and/or OFBCI staff.
- **Submit electronically to info@ofbci.in.gov, fax to (317) 233-5660, or mail completed nomination form to:**

**Governor's Awards for Volunteer Service
Office of Faith-Based and Community Initiatives
302 W. Washington Street, Room #E012
Indianapolis, IN 46204**

PLEASE TYPE OR PRINT LEGIBLY.

Please indicate the appropriate nomination category. An individual may only be nominated in one category. See descriptions of categories under "Guidelines".

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Faith-Based | <input type="checkbox"/> National Service |
| <input type="checkbox"/> Service-Learning | <input type="checkbox"/> Volunteerism | <input type="checkbox"/> Lifetime Achievement |

Nominee's Name:		Age:
Address:		
City:	State:	Zip:
Employer (if applicable):		Job Title:
Business Address:		
City:	State:	Zip:
CONTACT NUMBERS		
Home:	Work:	Fax:
Email:		
Nominator's Name:		Job Title:
Business/Organization Name (if applicable):		
Address:		
City:	State:	Zip:
CONTACT NUMBERS		
Home:	Work:	Fax:
Email:		
Relationship to Nominee:		

How did you learn about the Governor's Awards for Volunteer Service?

- | | | |
|---------------------------------|------------------------------------|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Past Honoree |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Mailing | <input type="checkbox"/> Other (explain) |

Signature

Date

Use additional sheets if necessary.
You may provide other support materials that will enable the Selection Committee
to choose the most deserving candidates.
Please fill out reverse side also.

2008 Governor's Awards for Volunteer Service **Nomination Form**

References

In order to qualify, a nominee must have three (3) references who may be contacted to verify the scope and extent of the nominee's activities. References should be people familiar with the nominee's community service activity and should not include the nominee or any person related to the nominee.

Reference #1:

Name
Phone
Email
Relationship

Reference #2:

Name
Phone
Email
Relationship

Reference #3:

Name
Phone
Email
Relationship

Governor's Awards for Volunteer Service

If you have questions about completing this Nomination Form or the guidelines, please call (317) 233-4273 or email your inquiry to info@ofbci.in.gov.

Please answer the following questions on a separate page.

Please number your responses and answer each question as thoroughly as possible.

1. Provide a brief overview of the nominee's volunteer activities and organization(s) served so that we can understand what the person does to benefit individuals, the community or volunteer groups. Name and describe the organization(s) helped and the service(s) provided.
2. Describe the impact of the nominee's volunteer service in the community. Please quantify the number of people served, human and capital resources generated and lasting positive impact.
3. Describe how this person has demonstrated leadership, innovation or creativity in providing volunteer service. List any special positions or leadership roles this nominee has played in his or her volunteer projects or services.
4. Describe any challenges (physical, time, or financial limitations) this nominee has had to overcome to perform his or her volunteer service.
5. How long has this individual been volunteering? Be specific. How many years of service has the nominee provided? How much time per week, month or year does this nominee devote to volunteer activities?
6. Summarize why this person deserves a Governor's Award for Volunteer Service and provide any additional information you feel is important for consideration of this candidate.

Thank You!

The Office of Faith-Based and Community Initiatives and Indiana Campus Compact would like to thank the following individuals for their assistance with the planning of the 2008 Governor's Conference on Service and Volunteerism:

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www.IN.gov/ofbci

2008 Governor's Conference on Service & Volunteerism

Tuesday, March 25 - Wednesday, March 26, 2008